



BODY & SOUL PRODUCTION COORDINATOR 2020

The Production Coordinator is an exciting new role within the Operations Team for Body & Soul Festival. Playing a key role in the Operations team, the Production Coordinator will liaise across all departments of the festival to ensure clarity and cohesion across the Festival productions. The Production Coordinator represents all departments of the festival from a production perspective and ensures that all areas and departments are represented and considered.

Reports to: Operations Manager and Festival Director

Direct Report: Production Intern

Key Liaison with: Festival Director, General Manager, Operations team, Programme Department team, Bars Manager, Traders Manager, Marketing Manager, Sponsorship Manager, Ticketing & Entrance Manager/Accreditation, Company Operations, external stakeholders and suppliers, sponsors.

ROLE REQUIREMENTS & RESPONSIBILITIES

Site Needs Assessment

- Collating the entire site infrastructure needs including all festival stages, Secondary Activations, Campsites, Concessions/Traders, Bars, Sponsors
- Managing the festival's resource management system to produce reports for MOUs and POs, and ensuring efficient information flow from equipment requests through to supplier orders and on to chargebacks where relevant
- Working closely with the Festival Director, Programme Manager, Marketing and Sponsorship Manager and Art Director in reviewing Secondary Activations contracts in relation to approval of site requirements spend and communicating sign off to General Manager & Programme Manager in preparation of Secondary Activations MOUs
- Oversight of annual pre and post-event inventorying of Body & Soul equipment stores

Event Operations Budget & Procurement Management

- Work closely with the Operations Manager on the event operations budget and procurement management
- Sourcing of competitive quotes for all site infrastructure and site facilities, contracting and maintaining supplier relationships
- Account for all site-related expenditure, maintaining appropriate record-keeping practices and receipts

Scheduling

- Working with the B&S project management system to set and coordinate projects, tasks and set achievable deadlines for the operations team
- Developing and updating a detailed departmental project plan and contributing to the annual Master Project Plan

- The compilation of all departmental production schedules in order to develop and execute the Master Production Schedule (pre, during, post-event). This will include build, arrivals schedule, creating load-in and strike schedules etc
- Maintaining and troubleshooting the daily schedules during the festivals

Health and Safety

- Working closely with the Licensing Officer in their communication with statutory bodies
- Supporting the Licensing Officer and the Event Controller on the development of the Event Management Plan, including compilation of all documentation and schedules required for handover to Event Control, statutory bodies and Health & Safety Officer

Site & Site Planning

- Manage key service needs and contract relevant suppliers, with support from Operations Manager
- Liaison with on-site Activations, Sponsors, Concessions, Food & Beverage managers regarding site logistics, site orders, individual production schedule, site placement, power and power distribution, crew and contractor accreditations
- Fulfill all on-site needs of the above as required and as per contract(s)
- Oversee and organise development and placement of site information and directional signage via coordination with the Marketing Dept and the Signage Team
- On-Site Communications Plan (radios, Wi-Fi, Combined Site & Production Office)
- Organisation of the combined Site & Production Office on site
- Responsible for the Health and Safety Management of your team and production operations, in conjunction with statutory bodies, Event Control and B&S policies
- Coordinate Waste Management and Litter Pick-up - pre, during, post-event

Communications

- Attend and report into regular B&S team meetings
- Attending a post-event debrief with the Festival Director and General Manager

SKILLS REQUIRED

- Minimum three years' proven experience managing logistical elements of large-scale green-field sites and live music events - *Essential*
- Excellent computer literacy and high learning agility with respect to project management software and resource management software, Google Drive, Microsoft Office suite etc. – *Essential*
- Strong project management, budget management, communication, administration, organizational and planning skills - *Essential*
- Previous experience in event-specific Health & Safety - *Highly Desirable*
- Industry knowledge of production and technical, plant and infrastructure terms - *Highly Desirable*

PERSON SPECIFICATION

- Highly organised and a proven ability to multi-task
- Superior time management
- A clear communicator both in person and online
- Calm under pressure

- Can demonstrate creative thinking and innovative problem solving
- Excellent knowledge of the music and culture scene both nationally and internationally is a bonus
- Sustainability-minded with the drive to push the sustainable ethos of the festival
- Proven supervisory and team management experience
- Must be able to follow an agreed-upon work plan and work with confidence and independence
- Proven ability to be resourceful and detail-oriented

TERMS as per contract and in addition:

- This position is offered on a contract for services basis for a total fee of E16,750 for 89 admin days and 17 days onsite for Body & Soul Festival
- It is desirable that the successful candidate be available to work on both shows but flexibility is possible with the primary focus being on Body & Soul Festival.
- A person is initially appointed on probation and will be confirmed in the position only if their performance is deemed to be satisfactory and meets the ongoing needs of the Festival.
- While the role is based at B&S HQ in Dublin 8, this role requires flexibility with work hours and location-based work on-site during festival time. It should be understood that at times you will be expected to work such hours as are necessary for the workload and deadlines in question. The Production Coordinator is expected to be on-site for key dates in the production schedule, and to be on call to troubleshoot and support the Festival team throughout the Festival dates.

TO APPLY

Please submit a copy of your CV along with a cover letter outlining your suitability for this position. All applications should be sent to office@bodyandsoul.ie with Production Coordinator Application in the subject title.

Closing date for applications is **Wednesday 18th December at 12 noon.**

Interviews will be held on **Wednesday 8th January 2020.**

In line with our data protection policy we will only use the information that you give to us for recruitment purposes. Your application will be saved on file in the event that another suitable role might arise. Your details will be used for recruitment purposes only.